

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: March 7, 2022**

**Closing Date: Until Filled**

**PARALEGAL (Legal Assistant)  
Criminal Division, Special Victims Unit  
Sussex County**

**Job Responsibilities and Duties:**

This Legal Assistant will provide general paralegal support to Deputy Attorneys General in the Special Victims Unit, Criminal Division, in Sussex County. This Legal Assistant's duties include researching, preparing, and processing legal documents for the Deputy Attorneys General and responsible for various paralegal duties in preparation of cases for trial. This Legal Assistant prepares and coordinates the issuance of subpoenas; organizes files for prosecution, redacts video and audio taped statements for court, reviews cases to identify witnesses and potential evidentiary needs at trial. This Legal Assistant will also assist the prosecutors in the creation of various visual aids that may be needed for court presentation. This Legal Assistant will also represent the Sex Crimes Unit at monthly CAC meetings; prepare and coordinate the monthly CAC and Intake schedule for the Deputy Attorneys General, and on occasion will perform intakes for the Deputies. Also, on occasion, if there is overflow of work duties, this Legal Assistant may be assigned to provide paralegal support on some homicide cases. This Legal Assistant must demonstrate good organizational and computer skills and be able to work accurately and independently within strict time frames with a minimum of direct guidance and supervision.

**Job Requirements:**

This position is part of a career ladder series that incorporates Legal Assistant levels I, II and III. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Three years of employment with the Department of Justice in a similar capacity.
- OR
1. Possession of an Associate's degree or certificate in Paralegal Studies from an ABA or Department approved program.
- OR
1. A Bachelor's degree in Criminal Justice or a related field.
- OR
1. Three years' experience in preparing and maintaining legal documents and case files.
2. Three years' experience in legal research such as researching statutes, regulations, case law and background information.
3. Three years' experience in interpreting laws, rules, regulations, standards, policies, and procedures.

4. Two years' experience in drafting legal documents and such as legal briefs or memoranda of law including presenting facts, setting out and analyzing legal issues and applying legal precedents.
5. Two years' experience in interviewing using structured or unstructured interview techniques to obtain facts, explore issues and identify courses of action.

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or Summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, External applicants must submit résumé and the Delaware Department of Justice application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can e-mail a résumé and the Delaware Department of Justice application to [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.